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A Measuring Stick for Libraries of Teacher Training Institutions

A Revised and Enlarged Statement, Presented before the Normal School Libraries Round Table of the American Library Association at Hot Springs, Arkansas, April 24, 1923, by W. H. Kerr, Librarian, Kansas State Teachers College of Emporia, and Chairman of the N. E. A. Committee on Normal School Libraries.

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A MEASURING stick is needed for normal school and teachers college libraries. How large a library staff should a normal school of 750 students have? How large a library fund? How many books are needed in the library of a teachers' college of 1500 students? How much floor space and how many rooms in the library building? What library instruction should be given?

Administrators, boards of regents, faculty committees and librarians of teacher-training institutions are asking questions like these. There ought to be an authoritative answer. For until these institutions have adequate library service, resulting in teachers trained to know the true value and use of libraries in education, all types of education will be deficient and all types of libraries will fail of their highest usefulness.

A preliminary statement of standards for libraries in normal schools and teachers' colleges was issued in December, 1921, by the following Committee* on Normal School Libraries of the National Education Association, Library Department. Each member of the committee signed the original statement, which is included in the enlarged statement. The "Measuring Stick" was published complete in *School and Society* for December 31, 1921; in *Public Libraries* for January, 1922; in *Educational Administration and Supervision* for February, 1922; slightly abridged in the *Journal of the National Educational Association* for April, 1922. It was commended editorially by many educational and library periodicals, notably by the *Educational Review* of May, 1922. By its use various librarians have obtained larger appropriations, more assistants, more room, more recognition of library instruction, and better academic and institutional standing for the library and the librarian. Architects, presidents, and state boards have used it in planning library buildings, and state library commissions and supervisors have made it the basis of conferences with teachers and administrators.

The following enlarged statement is prepared by the chairman of the committee after sixteen months of correspondence and discussion. It is accompanied by a score card by which any teacher-training library may measure itself with the standards set up. Proceeding from a summary of the score cards and the ensuing discussion, the Committee plans to issue a detailed "measuring stick," going into many of the practical problems of library organization, administration, and use in teacher-training institutions, with floor plans, photographs of rooms and equipment, and a statistical showing of conditions and practices.

The additions made in the present edition are the sections on high school and exhibit rooms, stacks and shelving, library apparatus, hours of service per week, handling of textbooks, expenditures for periodicals and binding, and student assistants.

The "measuring stick" is not an attempt to approximate present conditions. It is hoped that the standards set up are reasonably attainable. The underlying belief is that no educational institution is better than its library; further, that the proper training of teachers is of the utmost importance and worthy of adequate support.

How to Read the Following Tables

The "measuring stick" is in two parts: (A) For four-year teachers colleges; (B) for two-year normal schools. The figures for each are given on a basis of a minimum average winter enrollment of 500 and 300 students, respectively, with increments for each additional 500 or 300 student enrollment or major fraction thereof, respectively. For example, a four-year teachers college of 850 students should have a library fund, other than salaries and building maintenance, of $9000 per year,—$6000 for its first 500 students, and $3000 increment for its additional 350 students. Proper allowances should be made for enlarged personnel and facilities to serve large summer school enrollments.

* William C. Bagley, Teachers College, Columbia University, N. Y.; Mary J. Booth, librarian, State Teachers College, Charleston, Ill.; W. M. Davidson, superintendent of schools, Pittsburgh, Pa.; O. M. Dickerson, president, State Teachers College, Moorehead, Minn.; Martha Caroline Pritchard, librarian, Detroit Teachers College, Detroit, Mich.; Mary C. Richardson, librarian, State Normal School, Geneseo, N. Y.; Alexander C. Roberts, associate in education, University of Washington, Seattle, and Willis H. Kerr, librarian, Kansas State Teachers College, Emporia, Kansas, chairman, to whom correspondence should be addressed.

Score Card for Use With the "Measuring Stick"

Institution — Place
Number Years College Work Offered — Average Winter Enrollment
Average Summer Enrollment — Date of Founding
Number on Faculty — Librarian

	Standard Amounts Required on basis above Winter Enrollment			*Actual present Amounts*		
I. Building and Equipment:	No.	Sq. ft.	Readers accom.	No.	Sq. Ft.	Readers
1. Library building, with following rooms or depts.						
(a) Reading						
(b) Reference						
(c) Periodical						
(d) Children's						
(e) High school						
(f) Libr. classr.						
(g) Cataloging						
(h) Work rooms						
(i) Office						
(j) Exhibit room						
2. Book Stock:			Vols.			Vols.
(a) General circ.						
(b) Special reference						
(c) Children's						
Totals			Vols.			Vols.
3. Equipment:						
(a) Stacks and shelving accommodating						
(b) Illustrative material				Attach separate list of these items		
(c) Furniture	No standards set					
(d) Library apparatus	See list					
4. Hours of Service:			Hours			Hours
(a) Per week						
II. Library Fund:			Amounts per year			Amounts per year
1. Total:						
Subdivided:						
(a) Periodicals	....titles			....titles		
(b) Binding						
(c) Supplies						
(d) Books						
III. Librarian and Staff:	*Standard qualifications and amounts*			*Actual qualifications or amoun*		
1. Qualifications:						
(a) Librarian	1. A. B. or A. M.			1.		
	2. 1 or 2 years' library school, or 5 years' successful library experience.			2.		
	3. 5 years succ. teach. exper., or add. succ. libr. exper., or both.			3.		
(b) Staff members	1. A. B.			1.		
	2. One, or 2 years library school			2.		
	3. Two years teaching.			3.		
2. Academic Status:						
(a) Librarian	1. Full professor.			1.		
	2. Head of department.			2.		
	3. With vote.			3.		
(b) Staff	1. Instructors, at least.			1.		
	2. Assoc. Prof., if suffic. acad. attainments.			2.		
3. Personnel:			Number			Number
(a) Librarian						
(b) Staff						
Ref. & Library instruction						
Cataloger						
Children's librarian						
Loan desk						
(c) Student assistants						
4. Duties:	Not including general college clerical work or care of textbooks, except by student assistants.					
5. Salaries:						
(a) Librarian:	On par with professor of English or other important department heads.					

A. Four-Year Teachers' Colleges

	For Initial Enrollment of 500 Students:	No.	Sq. Ft.	Readers Accom.	Increment for each add. 500 students: No.	Sq. Ft.	Readers
I.	*Building and Equipment:*						
1.	Library building, with following rooms or depts.:						
	(a) Reading	1	2500	100	1	1500	75
	(b) Reference	1	1250	50	1	1250	50
	(c) Periodical	1	1000	50	.	400	25
	(d) Children's	2	1000	50	.	500	25
	(e) High school	.	...	..	2	1500	40
	(f) Library classroom	1	750	60 seats	.	...	..
	(g) Cataloging	1	300	..	.	...	..
	(h) Work rooms	2	400	..	.	...	..
	(i) Office	1	300	..	1	200	..
	(j) Exhibit room	.	...	..	1	800	..
2.	Book Stock:			Vols.			Vols.
	(a) For general circulation and assigned reading			20000			10000
	(b) Special reference, including bound periodicals			7500			2000
	(c) Children's			2500			1000
	Total			30000			13000
3.	Equipment:						
	(a) Stacks and shelving sufficient to accommodate double the above initial bookstock plus two double increments: i. e. 108,000 vols.						Provide possibility of expanding stacks as needed.
	(b) Illustrative material			Statement to be developed			
	(c) Furniture						
	(d) Library apparatus, such as: Mimeograph, swinging bulletin boards, map cabinets, lantern for exhibit or classroom, photostat.						
4.	Hours of Service:						
	(a) Per week			72 hours			For first increment 12 hours
II.	*Library Fund:*			Amount per year			Amounts per year
1.	At disposal of librarian, (not including salaries, building maintenance, or purchase of textbooks)			$6000.			$3000.
	(a) For example, expenditures for periodicals and continuations should be about: 250 titles			$1000.			50 titles $200.
	(b) Binding allowance			$1000.			$500.
III.	*Librarian and Staff:*						
1.	Qualifications:						
	(a) Librarian: A. B. or A. M., plus one or two years' training in approved library school, or five years conspicuously successful library experience; plus five years' successful teaching, or library experience, preferably both.						
	(b) Staff members: A. B., plus one or two years' library school training, plus two years' teaching.						
2.	Academic Status:						
	(a) Librarian: Full professor, head of a department, with vote.						
	(b) Staff: All to rank at least as instructors; library department heads with sufficient academic attainments to rank as associate professors.						
3.	Personnel:			Number			Number
	(a) Librarian			1			.
	(b) Staff:						
	Reference and library instructors			1			
	Cataloger			1			
	Children's librarian			1			
	Loan desk			2			
				5			2
	(c) Student assistants, averaging four hours per day each			4			2
4.	Duties:						
	(a) Not including general college clerical work or care of textbooks, except by student assistants.						
5.	Salaries:						
	(a) Librarian: On par with professor of English or other important department heads.						
	(b) Staff: On par with better-paid instructors and associate professors.						
	(c) Student assistants: From 25c. to 35c. per hour.						

IV. Library Instruction:

1. Use of the library, at least 12 lessons required of Freshmen, taught by member of library staff.
2. Children's literature, required, three semester hours credit.
3. Elective courses, with credit such as library organization, bibliography and reference work.

B. Two-Year Normal Schools

For Initial Enrollment of 300 Students:				Increment for each add. 300 students		
I. Building and Equipment:	No.	Sq. Ft	Readers Accom.	No.	Sq. Ft.	Readers
1. Rooms:						
(a) Reading and periodical	1	1875	75	1	1250	50
(b) Reference	1	500	25	.	500	25
(c) Children's	1	1000	40	.	500	20
(d) Library classroom	1	600	50 seats	.	...	..
(e) Cataloging and work-room	1	225	..	1	200	..
(f) Office	1	180	..	.	...	..
2. Book Stock:			Vols.			Vols.
(a) For general circulation and assigned reading			15000			5000
(b) Special reference, including bound periodicals			3000			1000
(c) Children's			2000			1000
Total			20000			7000
3. Equipment:						
(a) Stacks or shelving sufficient to accomodate double the above initial bookstock: i. e. 40,000 vols.						
(b) Illustrative material			Statement to be developed			
(c) Furniture						
(d) Library apparatus						
4. Hours of service:						
(a) Per week			50 hours			6 hours
II. Library Fund:			Amount per yea			Amount per year
1. At disposal of librarian (not including salaries, building maintenance, or purchase of textbooks)			$2500.			$1000.
(a) For example, expenditures for periodicals and continuations should be about: for 100 titles			$400.			20 titles $100.
(b) Binding allowance			$400.			$100.
III. Librarian and Staff:						
1. Qualifications:						
(a) Librarian: A. B. or A. M., plus one year training in approved library school; plus three years' successful library or teaching experience, preferably both.						
(b) Staff members: A. B., plus one year library school training; plus one year teaching experience.						
2. Academic Status:						
(a) Librarian: Full professor, with vote.						
(b) Staff: Rank as instructors.						
3. Personnel:			Number			Number
(a) Librarian (and library instructor?)			1			
(b) Staff:						
Ref. and Children's librarian			1			
Cataloger			1			
Loan Desk, etc.			1			
			3			1
(c) Student assistants, averaging four hours per day each			3			2
4. Duties:						
(a) Not including general school clerical work or care of textbooks, except by student assistants.						
5. Salaries:						
(a) Librarian: On par with the professor of English.						
(b) Staff: On par with better-paid instructors of English.						
(c) Student assistants: From 25c. to 35c. per hour.						
IV. Library Instruction:						
1. Use of the Library, at least 12 lessons required of Freshmen, taught by member of library staff.						
2. Children's literature, required, three semester hours credit.						

	Standard qualifications and amounts	*Actual qualifications or amounts*
Librarian and Staff:		
(b) Staff	On par with better-paid instructors and associate professor.	
(c) Student assistants	25c. to 35c. per hour.	
IV. Library Instruction:	1. Use of Library—At least 12 lessons required of Freshmen. 2. Children's literature—Required. 3 semester hours. 3. Other elective courses: (a) Library organization. (b) Reference work. (c) Book selection. (d) Cataloging.	

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Number Years College Work Offered — Average Winter Enrollment
Average Summer Enrollment — Date of Founding
Number on Faculty — Librarian

	Standard Amounts Required on basis above Winter Enrollment			*Actual present Amounts*		
I. Building and Equipment:	No.	Sq. ft.	Readers accom.	No.	Sq. Ft.	Readers
1. Library building, with following rooms or depts.						
(a) Reading						
(b) Reference						
(c) Periodical						
(d) Children's						
(e) High school						
(f) Libr. classr.						
(g) Cataloging						
(h) Work rooms						
(i) Office						
(j) Exhibit room						
2. Book Stock:			Vols.			Vols.
(a) General circ.						
(b) Special reference						
(c) Children's						
Totals						
3. Equipment:			Vols.			Vols.
(a) Stacks and shelving accommodating						
(b) Illustrative material				Attach separate list of these items		
(c) Furniture		No standards set				
(d) Library apparatus		See list				
4. Hours of Service:			Hours			Hours
(a) Per week						
II. Library Fund:			Amounts per year			Amounts per year
1. Total:						
Subdivided:						
(a) Periodicals	....titles					
(b) Binding						
(c) Supplies						
(d) Books						
III. Librarian and Staff:	*Standard qualifications and amounts*			*Actual qualifications or amoun*		
1. Qualifications:						
(a) Librarian	1. A. B. or A. M.			1.		
	2. 1 or 2 years' library school, or 5 years' successful library experience.			2.		
	3. 5 years succ. teach. exper., or add. succ. libr. exper., or both.			3.		
(b) Staff members	1. A. B.			1.		
	2. One, or 2 years library school			2.		
	3. Two years teaching.			3.		
2. Academic Status:						
(a) Librarian	1. Full professor.			1.		
	2. Head of department.			2.		
	3. With vote.			3.		
(b) Staff	1. Instructors, at least.			1.		
	2. Assoc. Prof., if suffic. acad. attainments.			2.		
3. Personnel:			Number			Number
(a) Librarian						
(b) Staff						
Ref. & Library instruction						
Cataloger						
Children's librarian						
Loan desk						
(c) Student assistants						
4. Duties:	Not including general college clerical work or care of textbooks, except by student assistants.					
5. Salaries:						
(a) Librarian:	On par with professor of English or other important department heads.					

A. Four-Year Teachers' Colleges

	For Initial Enrollment of 500 Students:	No.	Sq. Ft.	Readers Accom.	Increment for each add. 500 students: No.	Sq. Ft.	Readers
I.	*Building and Equipment:*						
1.	Library building, with following rooms or depts.:						
	(a) Reading	1	2500	100	1	1500	75
	(b) Reference	1	1250	50	1	1250	50
	(c) Periodical	1	1000	50	.	400	25
	(d) Children's	2	1000	50	.	500	25
	(e) High school	.	...	..	2	1500	40
	(f) Library classroom	1	750	60 seats	.	...	..
	(g) Cataloging	1	300	..	.	...	..
	(h) Work rooms	2	400	..	.	...	..
	(i) Office	1	300	..	1	200	..
	(j) Exhibit room	.	...	..	1	800	..
2.	Book Stock:			Vols.			Vols.
	(a) For general circulation and assigned reading			20000			10000
	(b) Special reference, including bound periodicals			7500			2000
	(c) Children's			2500			1000
	Total			30000			13000
3.	Equipment:						
	(a) Stacks and shelving sufficient to accommodate double the above initial bookstock plus two double increments: i. e. 108,000 vols.				Provide possibility of expanding stacks as needed.		
	(b) Illustrative material	Statement to be developed					
	(c) Furniture						
	(d) Library apparatus, such as: Mimeograph, swinging bulletin boards, map cabinets, lantern for exhibit or classroom, photostat.						
4.	Hours of Service:						
	(a) Per week	72 hours			For first increment 12 hours		
II.	*Library Fund:*	Amount per year			Amounts per year		
1.	At disposal of librarian, (not including salaries, building maintenance, or purchase of textbooks)	$6000.			$3000.		
	(a) For example, expenditures for periodicals and continuations should be about: 250 titles	$1000.			50 titles $200.		
	(b) Binding allowance	$1000.			$500.		
III.	*Librarian and Staff:*						
1.	Qualifications:						
	(a) Librarian: A. B. or A. M., plus one or two years' training in approved library school, or five years conspicuously successful library experience; plus five years' successful teaching, or library experience, preferably both.						
	(b) Staff members: A. B., plus one or two years' library school training, plus two years' teaching.						
2.	Academic Status:						
	(a) Librarian: Full professor, head of a department, with vote.						
	(b) Staff: All to rank at least as instructors; library department heads with sufficient academic attainments to rank as associate professors.						
3.	Personnel:			Number			Number
	(a) Librarian			1			.
	(b) Staff:						
	Reference and library instructors			1			
	Cataloger			1			
	Children's librarian			1			
	Loan desk			2			
				5			2
	(c) Student assistants, averaging four hours per day each			4			2
4.	Duties:						
	(a) Not including general college clerical work or care of textbooks, except by student assistants.						
5.	Salaries:						
	(a) Librarian: On par with professor of English or other important department heads.						
	(b) Staff: On par with better-paid instructors and associate professors.						
	(c) Student assistants: From 25c. to 35c. per hour.						

IV. Library Instruction:

1. Use of the library, at least 12 lessons required of Freshmen, taught by member of library staff.
2. Children's literature, required, three semester hours credit.
3. Elective courses, with credit such as library organization, bibliography and reference work.

B. Two-Year Normal Schools

	For Initial Enrollment of 300 Students:			Increment for each add. 300 students		
I. Building and Equipment:	No.	Sq. Ft	Readers Accom.	No.	Sq. Ft.	Readers
1. Rooms:						
(a) Reading and periodical	1	1875	75	1	1250	50
(b) Reference	1	500	25	.	500	25
(c) Children's	1	1000	40	.	500	20
(d) Library classroom	1	600	50 seats	.	...	..
(e) Cataloging and work-room	1	225	..	1	200	..
(f) Office	1	180	..	.	...	..
2. Book Stock:			Vols.			Vols.
(a) For general circulation and assigned reading			15000			5000
(b) Special reference, including bound periodicals			3000			1000
(c) Children's			2000			1000
Total			20000			7000
3. Equipment:						
(a) Stacks or shelving sufficient to accomodate double the above initial bookstock: i. e. 40,000 vols.						
(b) Illustrative material			Statement to be developed			
(c) Furniture						
(d) Library apparatus						
4. Hours of service:						
(a) Per week			50 hours			6 hours
II. Library Fund:			Amount per year			Amount per year
1. At disposal of librarian (not including salaries, building maintenance, or purchase of textbooks)			$2500.			$1000.
(a) For example, expenditures for periodicals and continuations should be about: for 100 titles			$400.			20 titles $100.
(b) Binding allowance			$400.			$100.
III. Librarian and Staff:						
1. Qualifications:						
(a) Librarian: A. B. or A. M., plus one year training in approved library school; plus three years' successful library or teaching experience, preferably both.						
(b) Staff members: A. B., plus one year library school training; plus one year teaching experience.						
2. Academic Status:						
(a) Librarian: Full professor, with vote.						
(b) Staff: Rank as instructors.						
3. Personnel:			Number			Number
(a) Librarian (and library instructor?)			1			
(b) Staff:						
Ref. and Children's librarian			1			
Cataloger			1			
Loan Desk, etc.			1			
			3			1
(c) Student assistants, averaging four hours per day each			3			1
4. Duties:						
(a) Not including general school clerical work or care of textbooks, except by student assistants.						
5. Salaries:						
(a) Librarian: On par with the professor of English.						
(b) Staff: On par with better-paid instructors of English.						
(c) Student assistants: From 25c. to 35c. per hour.						
IV. Library Instruction:						
1. Use of the Library, at least 12 lessons required of Freshmen, taught by member of library staff.						
2. Children's literature, required, three semester hours credit.						

Librarian and Staff:	*Standard qualifications and amounts*	*Actual qualifications or amounts*
(b) Staff	On par with better-paid instructors and associate professor.	
(c) Student assistants	25c. to 35c. per hour.	
IV. Library Instruction:	1. Use of Library—At least 12 lessons required of Freshmen. 2. Children's literature—Required. 3 semester hours. 3. Other elective courses: (a) Library organization. (b) Reference work. (c) Book selection. (d) Cataloging.	

(e) Binding allowance

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A Measuring Stick for Libraries of Teacher Training Institutions

A Revised and Enlarged Statement, Presented before the Normal School Libraries Round Table of the American Library Association at Hot Springs, Arkansas, April 24, 1923, by W. H. Kerr, Librarian, Kansas State Teachers College of Emporia, and Chairman of the N. E. A. Committee on Normal School Libraries.

A MEASURING stick is needed for normal school and teachers college libraries. How large a library staff should a normal school of 750 students have? How large a library fund? How many books are needed in the library of a teachers' college of 1500 students? How much floor space and how many rooms in the library building? What library instruction should be given?

Administrators, boards of regents, faculty committees and librarians of teacher-training institutions are asking questions like these. There ought to be an authoritative answer. For until these institutions have adequate library service, resulting in teachers trained to know the true value and use of libraries in education, all types of education will be deficient and all types of libraries will fail of their highest usefulness.

A preliminary statement of standards for libraries in normal schools and teachers' colleges was issued in December, 1921, by the following Committee* on Normal School Libraries of the National Education Association, Library Department. Each member of the committee signed the original statement, which is included in the enlarged statement. The "Measuring Stick" was published complete in *School and Society* for December 31, 1921; in *Public Libraries* for January, 1922; in *Educational Administration and Supervision* for February, 1922; slightly abridged in the *Journal of the National Educational Association* for April, 1922. It was commended editorially by many educational and library periodicals, notably by the *Educational Review* of May, 1922. By its use various librarians have obtained larger appropriations, more assistants, more room, more recognition of library instruction, and better academic and institutional standing for the library and the librarian. Architects, presidents, and state boards have used it in planning library buildings, and state library commissions and supervisors have made it the basis of conferences with teachers and administrators.

The following enlarged statement is prepared by the chairman of the committee after sixteen months of correspondence and discussion. It is accompanied by a score card by which any teacher-training library may measure itself with the standards set up. Proceeding from a summary of the score cards and the ensuing discussion, the Committee plans to issue a detailed "measuring stick," going into many of the practical problems of library organization, administration, and use in teacher-training institutions, with floor plans, photographs of rooms and equipment, and a statistical showing of conditions and practices.

The additions made in the present edition are the sections on high school and exhibit rooms, stacks and shelving, library apparatus, hours of service per week, handling of textbooks, expenditures for periodicals and binding, and student assistants.

The "measuring stick" is not an attempt to approximate present conditions. It is hoped that the standards set up are reasonably attainable. The underlying belief is that no educational institution is better than its library; further, that the proper training of teachers is of the utmost importance and worthy of adequate support.

How to Read the Following Tables

The "measuring stick" is in two parts: (A) For four-year teachers colleges; (B) for two-year normal schools. The figures for each are given on a basis of a minimum average winter enrollment of 500 and 300 students, respectively, with increments for each additional 500 or 300 student enrollment or major fraction thereof, respectively. For example, a four-year teachers college of 850 students should have a library fund, other than salaries and building maintenance, of $9000 per year,—$6000 for its first 500 students, and $3000 increment for its additional 350 students. Proper allowances should be made for enlarged personnel and facilities to serve large summer school enrollments.

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Score Card for Use With the "Measuring Stick"

Institution — Place
Number Years College Work Offered — Average Winter Enrollment
Average Summer Enrollment — Date of Founding
Number on Faculty — Librarian

	Standard Amounts Required on basis above Winter Enrollment			*Actual present Amounts*		
I. Building and Equipment:	No.	Sq. ft.	Readers accom.	No.	Sq. Ft.	Readers
1. Library building, with following rooms or depts.						
(a) Reading						
(b) Reference						
(c) Periodical						
(d) Children's						
(e) High school						
(f) Libr. classr.						
(g) Cataloging						
(h) Work rooms						
(i) Office						
(j) Exhibit room						
2. Book Stock:			Vols.			Vols.
(a) General circ.						
(b) Special reference						
(c) Children's						
Totals			Vols.			Vols.
3. Equipment:						
(a) Stacks and shelving accommodating						
(b) Illustrative material				Attach separate list of these items		
(c) Furniture	No standards set					
(d) Library apparatus	See list					
4. Hours of Service:			Hours			Hours
(a) Per week						
II. Library Fund:			Amounts per year			Amounts per year
1. Total:						
Subdivided:						
(a) Periodicals	....titles			....titles		
(b) Binding						
(c) Supplies						
(d) Books						
III. Librarian and Staff:	*Standard qualifications and amounts*			*Actual qualifications or amoun*		
1. Qualifications:						
(a) Librarian	1. A. B. or A. M.			1.		
	2. 1 or 2 years' library school, or 5 years' successful library experience.			2.		
	3. 5 years succ. teach. exper., or add. succ. libr. exper., or both.			3.		
(b) Staff members	1. A. B.			1.		
	2. One, or 2 years library school			2.		
	3. Two years teaching.			3.		
2. Academic Status:						
(a) Librarian	1. Full professor.			1.		
	2. Head of department.			2.		
	3. With vote.			3.		
(b) Staff	1. Instructors, at least.			1.		
	2. Assoc. Prof., if suffic. acad. attainments.			2.		
3. Personnel:			Number			Number
(a) Librarian						
(b) Staff						
Ref. & Library instruction						
Cataloger						
Children's librarian						
Loan desk						
(c) Student assistants						
4. Duties:	Not including general college clerical work or care of textbooks, except by student assistants.					
5. Salaries:						
(a) Librarian:	On par with professor of English or other important department heads.					

A. Four-Year Teachers' Colleges

	For Initial Enrollment of 500 Students:				Increment for each add. 500 students		
I.	*Building and Equipment:*	No.	Sq. Ft.	Readers Accom.	No.	Sq. Ft.	Readers
1.	Library building, with following rooms or depts.:						
	(a) Reading	1	2500	100	1	1500	75
	(b) Reference	1	1250	50	1	1250	50
	(c) Periodical	1	1000	50	.	400	25
	(d) Children's	2	1000	50	.	500	25
	(e) High school	.	...	..	2	1500	40
	(f) Library classroom	1	750	60 seats	.	...	..
	(g) Cataloging	1	300	..	.	...	..
	(h) Work rooms	2	400	..	.	...	..
	(i) Office	1	300	..	1	200	..
	(j) Exhibit room	.	...	..	1	800	..
2.	Book Stock:			Vols.			Vols.
	(a) For general circulation and assigned reading			20000			10000
	(b) Special reference, including bound periodicals			7500			2000
	(c) Children's			2500			1000
	Total			30000			13000
3.	Equipment:						
	(a) Stacks and shelving sufficient to accommodate double the above initial bookstock plus two double increments: i. e. 108,000 vols.						Provide possibility of expanding stacks as needed.
	(b) Illustrative material			Statement to be developed			
	(c) Furniture						
	(d) Library apparatus, such as: Mimeograph, swinging bulletin boards, map cabinets, lantern for exhibit or classroom, photostat.						
4.	Hours of Service:						
	(a) Per week			72 hours			For first increment 12 hours
II.	*Library Fund:*			Amount per year			Amounts per year
1.	At disposal of librarian, (not including salaries, building maintenance, or purchase of textbooks)			$6000.			$3000.
	(a) For example, expenditures for periodicals and continuations should be about: 250 titles			$1000.			50 titles $500.
	(b) Binding allowance			$1000.			$500.
III.	*Librarian and Staff:*						
1.	Qualifications:						
	(a) Librarian: A. B. or A. M., plus one or two years' training in approved library school, or five years conspicuously successful library experience; plus five years' successful teaching, or library experience, preferably both.						
	(b) Staff members: A. B., plus one or two years' library school training, plus two years' teaching.						
2.	Academic Status:						
	(a) Librarian: Full professor, head of a department, with vote.						
	(b) Staff: All to rank at least as instructors; library department heads with sufficient academic attainments to rank as associate professors.						
3.	Personnel:			Number			Number
	(a) Librarian			1			.
	(b) Staff:						
	Reference and library instructors			1			
	Cataloger			1			
	Children's librarian			1			
	Loan desk			2			
				5			2
	(c) Student assistants, averaging four hours per day each			4			2
4.	Duties:						
	(a) Not including general college clerical work or care of textbooks, except by student assistants.						
5.	Salaries:						
	(a) Librarian: On par with professor of English or other important department heads.						
	(b) Staff: On par with better-paid instructors and associate professors.						
	(c) Student assistants: From 25c. to 35c. per hour.						

IV. Library Instruction:

1. Use of the library, at least 12 lessons required of Freshmen, taught by member of library staff.
2. Children's literature, required, three semester hours credit.
3. Elective courses, with credit such as library organization, bibliography and reference work.

B. Two-Year Normal Schools

For Initial Enrollment of 300 Students:				Increment for each add. 300 students		
I. Building and Equipment:	No.	Sq. Ft	Readers Accom.	No.	Sq. Ft.	Readers
1. Rooms:						
(a) Reading and periodical	1	1875	75	1	1250	50
(b) Reference	1	500	25	.	500	25
(c) Children's	1	1000	40	.	500	20
(d) Library classroom	1	600	50 seats	.	...	..
(e) Cataloging and work-room	1	225	..	1	200	..
(f) Office	1	180	..	.	...	..
2. Book Stock:			Vols.			Vols.
(a) For general circulation and assigned reading			15000			5000
(b) Special reference, including bound periodicals			3000			1000
(c) Children's			2000			1000
Total			20000			7000
3. Equipment:						
(a) Stacks or shelving sufficient to accomodate double the above initial bookstock: i. e. 40,000 vols.						
(b) Illustrative material	Statement to be developed					
(c) Furniture						
(d) Library apparatus						
4. Hours of service:						
(a) Per week	50 hours			6 hours		
II. Library Fund:	Amount per yea			Amount per year		
1. At disposal of librarian (not including salaries, building maintenance, or purchase of textbooks)	$2500.			$1000.		
(a) For example, expenditures for periodicals and continuations should be about: for 100 titles	$400.			20 titles $100.		
(b) Binding allowance	$400.			$100.		
III. Librarian and Staff:						
1. Qualifications:						
(a) Librarian: A. B. or A. M., plus one year training in approved library school; plus three years' successful library or teaching experience, preferably both.						
(b) Staff members: A. B., plus one year library school training; plus one year teaching experience.						
2. Academic Status:						
(a) Librarian: Full professor, with vote.						
(b) Staff: Rank as instructors.						
3. Personnel:			Number			Number
(a) Librarian (and library instructor?)			1			
(b) Staff:						
Ref. and Children's librarian			1			
Cataloger			1			
Loan Desk, etc.			1			
			3			1
(c) Student assistants, averaging four hours per day each			3			2
4. Duties:						
(a) Not including general school clerical work or care of textbooks, except by student assistants.						
5. Salaries:						
(a) Librarian: On par with the professor of English.						
(b) Staff: On par with better-paid instructors of English.						
(c) Student assistants: From 25c. to 35c. per hour.						
IV. Library Instruction:						
1. Use of the Library, at least 12 lessons required of Freshmen, taught by member of library staff.						
2. Children's literature, required, three semester hours credit.						

	Standard qualifications and amounts	*Actual qualifications or amounts*
Librarian and Staff:		
(b) Staff	On par with better-paid instructors and associate professor.	
(c) Student assistants	25c. to 35c. per hour.	
IV. Library Instruction:	1. Use of Library—At least 12 lessons required of Freshmen. 2. Children's literature—Required. 3 semester hours. 3. Other elective courses: (a) Library organization. (b) Reference work. (c) Book selection. (d) Cataloging.	

Score Card for Use with the "Measuring Stick"

Institution Place

Number Years College Work Offered Average Winter Enrollment

Average Summer Enrollment Date of Founding

Number on Faculty Librarian

I. Building and Equip.	Standard Amounts Required on basis above Winter Enrollment.			Actual present Amounts		
	No.	Sq.ft.	Readers accom:	No.	Sq.ft.	Readers
1. Library building, with following rooms or depts.						
a) Reading						
b) Reference						
c) Periodical						
d) Children's						
e) High school						
f) Libr. classr.						
g) Cataloging						
h) Work rooms						
i) Office						
j) Exhibit room						
2. Book Stock:			Vols.			Vols.
a) General circ.						
b) Special reference						
c) Children's						
Totals						
3. Equipment:			Vols.			Vols.
a) Stacks and shelv. accommodating						
b) Illustr.material	No standards set. See list.			(Attach separate list of these items.		
c) Furniture						
d) Library apparatus						
4. Hours of Service:			Hours			Hours
a) Per week						
II. Library Fund			Amounts per yr.			Amounts per yr.
1. Total:						
Subdivided:						
a) Periodicals	....titles			....titles		
b) Binding						
c) Supplies						
d) Books						

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(Score card, cont'd.)

III. Librarian and Staff:	Standard qualifications or amounts	Actual qualifications or amounts
1. Qualifications:		
a) Librarian:	1. A.B. or A.M.	1.
	2. (1 or 2yr. libr. sch., or (5yr. succ. libr. exper.	2.
	3. (5yr. succ. teach. exper., or (add. succ. libr. exper., or (both.	3.
b) Staff members:	1. A.B.	1.
	2. One, or 2 yr. libr. sch.	2.
	3. Two yr. teach.	3.
2. Academic Status:		
a) Librarian:	1. Full professor	1.
	2. Head of department	2.
	3. With vote	3.
b) Staff:	1. Instructors, at least	1.
	2. Assoc. Prof., if suffic. acad. attainments	2.
3. Personnel:	Number	Number
a) Librarian		
b) Staff:		
Ref. & Libr. instruc.		
Cataloger		
Children's libr'n.		
Loan desk		
c) Student assistants		
4. Duties:	Not incl. general college clerical work or care of textb., except by student assistants.	
5. Salaries:		
a) Librarian:	On par with prof. of English or other important department heads.	
b) Staff:	On par with better-paid instruc. and assoc. prof.	
c) Student asst's.	25¢ to 35¢ per hour.	
IV. Library Instruction:	1. Use of Libr. --At least 12 lessons req. of Freshmen.	
	2. Children's lit. --Required, 3 sem. hours.	
	3. Other elective courses:	
	a) Libr. organiz.	
	b) Reference work	
	c) Book selection	
	d) Cataloging	

Score Card for Use with the "Measuring Stick"

Institution Place

Number Years College Work Offered Average Winter Enrollment

Average Summer Enrollment Date of Founding

Number on Faculty Librarian

I. Building and Equip.	Standard Amounts Required on basis above Winter Enrollment.			Actual present Amounts		
1. Library building, with following rooms or depts.	No.	Sq.ft.	Readers accom:	No.	Sq.ft.	Readers
a) Reading						
b) Reference						
c) Periodical						
d) Children's						
e) High school						
f) Libr. classr.						
g) Cataloging						
h) Work rooms						
i) Office						
j) Exhibit room						
2. Book Stock:			Vols.			Vols.
a) General circ.						
b) Special reference						
c) Children's						
Totals						
3. Equipment:			Vols.			Vols.
a) Stacks and shelv. accommodating						
b) Illustr. material	No standards set. See list.			(Attach separate (list of (these items.		
c) Furniture						
d) Library apparatus						
4. Hours of Service:			Hours			Hours
a) Per week						
II. Library Fund			Amounts per yr.			Amounts per yr.
1. Total:						
Subdivided:						
a) Periodicals	....titles			....titles		
b) Binding						
c) Supplies						
d) Books						

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III. Librarian and Staff:	Standard qualifications or amounts	Actual qualifications or amounts
1. Qualifications:		
a) Librarian:	1. A.B. or A.M.	1.
	2. (1 or 2yr. libr. sch., or (5yr. succ. libr. exper.	2.
	3. (5yr. succ. teach. exper., or (add. succ. libr. exper., or (both.	3.
b) Staff members:	1. A.B.	1.
	2. One, or 2 yr. libr. sch.	2.
	3. Two yr. teach.	3.
2. Academic Status:		
a) Librarian:	1. Full professor	1.
	2. Head of department	2.
	3. With vote	3.
b) Staff:	1. Instructors, at least	1.
	2. Assoc. Prof., if suffic. acad. attainments	2.
3. Personnel:	Number	Number
a) Librarian		
b) Staff:		
Ref. & Libr. instruc.		
Cataloger		
Children's libr'n.		
Loan desk		
c) Student assistants		
4. Duties:	Not incl. general college clerical work or care of textb., except by student assistants.	
5. Salaries:		
a) Librarian:	On par with prof. of English or other important department heads.	
b) Staff:	On par with better-paid instruc. and assoc. prof.	
c) Student asst's.	25¢ to 35¢ per hour.	
IV. Library Instruction:	1. Use of Libr. --At least 12 lessons req. of Freshmen.	
	2. Children's lit. --Required, 3 sem. hours.	
	3. Other elective courses:	
	a) Libr. organiz.	
	b) Reference work	
	c) Book selection	
	d) Cataloging	

A. Standards for Libraries of Four-Year Teachers Colleges.

	For Initial Enrollment of 500 Students			Increment for each add. 500 Students		
I. Building and Equipment:						
1. Library building, with following rooms or depts.	No.	Sq.ft.	Readers accom.	No.	Sq. ft.	Readers
a) Reading	1	2500	100	1	1500	75
b) Reference	1	1250	50	1	1250	50
c) Periodical	1	1000	50	.	400	25
d) Children's	2	1000	50	,	500	25
e) High school	.	...	..	2	1500	40
f) Libr. classr.	1	750	60 seats	.	...	..
g) Cataloging	1	300	..	.	...	..
h) Work rooms	2	400	..	.	...	..
i) Office	1	300	..	1	200	..
j) Exhibit room	.	...	..	1	800	..
2. Book Stock:			Vols.			Vols.
a) For general circ. and assigned reading			20000			10000
b) Special reference, inclu.bound periodicals			7500			2000
c) Children's			2500			1000
Total			30000			13000
3. Equipment:						
a) Stacks and shelving sufficient to accommodate double the above initial bookstock plus two double increments: i.e., 108,000 vols.				Provide possibility of expanding stacks as needed.		
b) Illustrative material	Statement to be developed					
c) Furniture						
d) Library apparatus, such as: mimeograph, Swinging bulletin boards, map cabinets, Lantern for exhibit or classroom, Photostat.						
4 Hours of Service:						
a) Per week			72 hrs.	For first increment		12 hrs.
II. Library Fund			Amount per yr.			Amounts per yr.
1. At disposal of librarian, (not including salaries, building maintenance, or purchase of textbooks)			$6000.			$3000.
a) For example, expenditures for periodicals and continuations should be about:						
250 titles			$1000.	50 titles		$200.
b) Binding allowance			$1000.			$500.

--Continued on reverse side.

III. Librarian and Staff:

1. Qualifications:
   a) Librarian: (A.B.or) A.M., plus one or two years training in approved library school, or five years conspicuously successful library experience; plus five years successful teaching, or library experience, preferably both.
   b) Staff members: A.B., plus one or two years library school training, plus two years teaching.

2. Academic Status:
   a) Librarian: Full professor, head of a department, with vote.
   b) Staff: All to rank at least as instructors; library department heads with sufficient academic attainments to rank as associate professors.

3. Personnel:	Number		Number
a) Librarian		1	.
b) Staff:			
Ref. and Library instr.	1		
Cataloger	1		
Children's libr'n.	1		
Loan desk	2		
		5	2
c) Student assistants, averaging four hours per day each,		4	2

4. Duties:
   a) Not including general college clerical work or care of textbooks, except by student assistants.

5. Salaries:
   a) Librarian: On par with professor of English or other important department heads.
   b) Staff: On par with better-paid instructors and associate professors.
   c) Student assistants: From 25¢ to 35¢ per hour.

IV. Library Instruction:

1. Use of the Library, at least 12 lessons required of Freshmen, taught by member of library staff.
2. Children's Literature, required, three semester hours credit.
3. Elective courses, with credit, such as Library organization, Bibliography and Reference work.

B. Standards for Libraries of Two-Year Normal Schools

	For Initial Enrollment or 300 Students:			Increment for each add. 300 Students		
I. Building and Equipment:						
1. Rooms:	No.	Sq.ft.	Number Readers accom.	No.	Sq.ft.	Readers
a) Reading and periodical	1	1875	75	1	1250	50
b) Reference	1	500	25	..	500	25
c) Children's	1	1000	40	..	500	20
d) Library classroom	1	600	50 seats	..	...	..
e) Cataloging & work-room	1	225	..	1	200	..
f) Office	1	180	..	..	...	..
2. Book Stock			Vols.			Vols.
a) For general circ. and assigned reading			15000			5000
b) Special reference, incl. bound periodicals			3000			1000
c) Children's			2000			1000
Total vols.			20000			7000
3. Equipment:						
a) Stacks or shelving sufficient to accommodate double the above initial bookstock: i.e., 40,000 vols.						
b) Illustrative material) Statement to						
c) Furniture) be						
d) Library apparatus) developed						
4. Hours of service:						
a) Per week			50 hrs.			6 hrs.
II. Library Fund:			Amount per yr.			Amount per yr.
1. At disposal of librarian, (not including salaries, building maintenance, or purchase of textbooks).			$2500.			$1000.
a) For example, expenditures for periodicals and continuations should be about: for 100 titles			$400.	20 titles		$100.
b) Binding allowance			$400.			$100.

--Continued on reverse side.

(B. Two-Year Normal Schools, concluded)

III. Librarian and Staff:

1. Qualifications:
   a) Librarian: A.B. or A.M., plus one year training in approved library school; plus three years successful library or teaching experience, preferably both.
   b) Staff members: A.B., plus one year library school training; plus one year teaching experience.

2. Academic Status:
   a) Librarian: Full professor, with vote.
   b) Staff: Rank as instructors.

3. Personnel:	Number		Number
a) Librarian (and library instructor?)		1	
b) Staff:			
Ref. and Childr. libr'n.	1		
Cataloger	1		
Loan Desk, etc.	1		
		3	1
c) Student assistants, averaging four hours per day each,		3	2

4. Duties:
   a) Not including general school clerical work or care of textbooks, except by student assistants.

5. Salaries:
   a) Librarian: On par with the professor of English.
   b) Staff: On par with better-paid instructors of English.
   c) Student assistants: From 25¢ to 35¢ per hour .

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2. Children's Literature, required, three semester hours credit.

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A revised and enlarged statement, presented before the Normal School Libraries Round Table, American Library Association, Hot Springs, Arkansas, April 24, 1923, by W.H.Kerr, Librarian, Kansas State Teachers College of Emporia (Chairman N.E.A. Committee on Normal School Libraries).

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The Enlarged Statement

The following enlarged statement is prepared by the chairman of the committee after sixteen months of correspondence and discussion. It is accompanied by a Score Card by which any teacher-training library may measure itself with the standards set up. Proceeding from a summary of the score cards and the ensuing discussion, the Committee plans to issue a detailed Measuring Stick, going into many of the practical problems of library organization, administration, and use in teacher-training institutions, with floor plans, photographs of rooms and equipment, and a statistical showing of conditions and practices.

The additions made in the present edition are the sections on high school and exhibit rooms, stacks and shelving, library apparatus, hours of service per week, handling of textbooks, expenditures for periodicals and binding, and student assistants.

The Measuring Stick is not an attempt to approximate present conditions. It is hoped that the standards set up are reasonably attainable. The underlying belief is that no educational institution is better than its library; further, that the proper training of teachers is of the utmost importance and worthy of adequate support.

Correspondence

Correspondence should be addressed to the chairman of the committee, Mr. W.H. Kerr, Librarian, Kellogg Library, Kansas State Teachers College, Emporia, Kansas.

How to Read the Following Tables

The Measuring Stick is in two parts: A) For four-year teachers colleges; B) for two-year normal schools. The figures for each are given on a basis of a minimum average winter enrollment of 500 and 300 students, respectively, with increments for each additional 500 or 300 student enrollment or major fraction thereof, respectively. For example, a four-year teachers college of 850 students should have a library fund, other than salaries and building maintenance, of $9000 per year, ---$6000 for its first 500 students, and $3000 increment for its additional 350 students. Proper allowances should be made for enlarged personnel and facilities to serve large summer school enrollments.